



User Guide

Section 4.2a

Centralized Cotton Redemption County Invoice Screens and Access Instructions

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Cotton Online Processing System

Centralized Cotton Redemption - County Access Instructions

A. Overview

The purpose of these instructions is to assist the State and County Office Users with the COPS Centralized Cotton Redemption (CCR) County Invoice download. In COPS through CCR the Cotton Merchants will have selected and wired funds for redemption of receipts where they have been assigned as the electronic designated agent (EAD) on loan(s) with the County Office. With CCR, the single CCR buyer invoice could include redemption of receipts from single or multiple loans with an individual or more than one County Office. The County Office is notified by e-mail of the completion of the redemption and release process and to download the portion of the CCR Invoice information for their county to be processed in the APSS system.

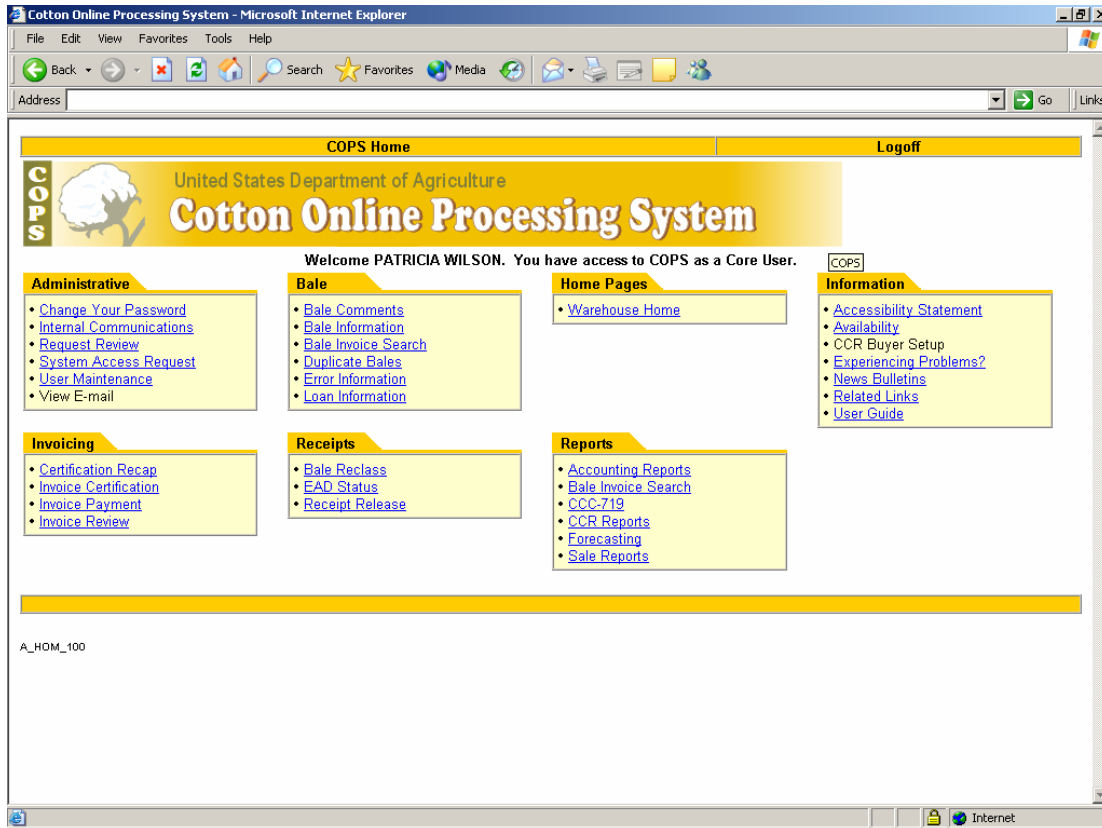
Sometimes below grade cotton is 'redeemed' by the Cotton Merchant, resulting in a negative repayment value because of the storage credit. On the CCR invoice the repayment value will be reflected as 'zero' amount due. The negative repayment bales will be release to the Cotton Merchant by COPS either with other positive repayment cotton on the invoice or after 'accepted' by the Cotton Merchant if the only payment type on the invoice. The County Office is notified by e-mail of the release process and print a report of the bales for manual redemption for their county to be processed as separate repayments in APSS.

Cotton Online Processing System

B. Screens and Instructions

1. COPS Home Page

For Downloading or viewing CCR Invoices click the "Invoice Review" option.



Cotton Online Processing System

2. Invoice Review

The **Invoice Review** screen is to aid in either the selection of a specific invoice by invoice number, or to list a group of invoices that meet the selection criteria. The list of a group of invoices may be displayed in various sort orders.

For a listing of CCR invoice, select Invoice Type of 'Cotton Redemption Invoices'.

For single county users, the state/county code field will contain the user's state/county code. For multi state or multi county users, select the state/county code from the dropdown box.

The screenshot shows the 'Invoice Review' screen of the Cotton Online Processing System. The browser window title is 'Invoice Review - Microsoft Internet Explorer'. The address bar shows the URL: <https://devnt01.fsa.usda.gov:403/servlet/invoicelist?Request=generateInvoiceListCriteria>. The navigation bar includes links: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, and Logoff. The main header features the COPS logo and the text 'United States Department of Agriculture Cotton Online Processing System'.

The 'Invoice Review' section contains the following fields and options:

- Sort By:** Radio buttons for Invoice # Descending (selected), Invoice # Ascending, Type, Date, Buyer, and Warehouse.
- Criteria:**
 - Warehouse Code: dropdown
 - Mstr Whse Code: dropdown
 - Buyer Code: dropdown
 - Provider ID: dropdown
 - Crop Year: dropdown
 - Loan Number: text input
 - Date: from [mm/dd/yyyy] to [mm/dd/yyyy]
 - Invoice Type: dropdown (selected: Cotton Redemption Invoice)
 - Status: dropdown
 - CMA/LSA: dropdown
 - State Code: dropdown
 - State/County Code: dropdown (selected: 28083)
- Invoice Number:** text input

Below the criteria section, there are two buttons: 'List' and 'Clear All'. At the bottom left, the text 'I_REV_110' is visible. The browser status bar shows 'Done' and 'Internet'.

Cotton Online Processing System

3. Invoice List

The **Invoice List** screen will display those invoices available for downloading or viewing. To select a CCR invoice to view or download, click the line number. To indicate if the invoice has been downloaded by the County Office, '(downloaded)' will be indicated under the "Type".

https://devnt01.fsa.usda.gov:403/servlet/invoicelist?Request=generateInvoiceList&Field_Invoice_... - Microsoft Internet Expl...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://devnt01.fsa.usda.gov:403/servlet/invoicelist?Request=generateInvoiceList&Field_Invoice_Number=&Invoice_Sortby= Go Links

COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Logoff

COPS United States Department of Agriculture
Cotton Online Processing System

Invoice List

Invoice List Criteria:
County Code = 29155, County Code = 28143, County Code = 28095, Invoice Type = Cotton Redemption
Sorted by: Invoice_Number_Descending
Total Invoices in List: 22

Click **Line No.** to Display the Invoice and where applicable click **Invoice Number** to Download the Invoice

Line No.	Invoice Number	Creation Date	Type	Status	WHSE/Buyer Provider	St/Cnty	Loan	Counts	Invoice Total Amt
1	2004000001072	08/26/2004	CR (downloaded)	Paid	Buyer 8126	28/095	n/a	n/a	n/a
2	2004000001068	08/26/2004	CR	Paid, Refund Due and/or Receipts Released	Buyer 8126	28/095	n/a	n/a	n/a
3	2004000001065	08/26/2004	CR (downloaded)	Paid, Refund Due and/or Receipts Released	Buyer 8126	28/095	n/a	n/a	n/a

Opening page https://devnt01.fsa.usda.gov:403/servlet/invoicelist?Request=generateInvoiceList&Field_Invoice_...

Start Novell ... H:\\$Ja... https... 3270 t... Docum... 11:08 AM

20	2004000000972	08/06/2004	CR (downloaded)	Paid	Buyer 8126	29/155	n/a	n/a	n/a
21	2004000000959	08/03/2004	CR (downloaded)	Paid, Refund Due and/or Receipts Released	Buyer 8860	29/155	n/a	n/a	n/a
22	2004000000874	08/02/2004	CR (downloaded)	Paid	Buyer 8860	29/155	n/a	n/a	n/a

I_REV_120

Done Internet

Start Novell ... H:\\$Ja... Invoic... 3270 t... Docum... 11:09 AM

Cotton Online Processing System

4. County Redemption County Invoice

The Cotton Redemption County Invoice Screen provided summary information about the invoice by loan number.

It contains a function button for downloading the invoice information to the Cotton PC to pass to the County Office APSS system for processing. Other function buttons are to view loan recap information, to print the invoice summary information to the local printer and to generate a report of the invoice information, including a detail listing of all bales in the invoice, in PDF format.

County Invoice - Microsoft Internet Explorer

Address: <https://devnt01.fsa.usda.gov:403/servlet/ccrinv?Request=buildCCRInv&FiscalYear=2004&InvchNbr=000001072&StCd=>

COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Logoff

United States Department of Agriculture

Cotton Online Processing System

Cotton Redemption County Invoice

Invoice Status	Buyer Id	Company Name	Invoice Nbr	Sched Nbr	St/Cnty	Due Date	County Bales	AWP Rate	County Remit Amt
Paid	8126	DUNAVANT ENTERPRISES, INC.	2004000001072	A115	28/095	08/26/2004	175	0.3739	29,347.67

Invoice Summary

Loan Number	Total Bales	Total Amount	Certificate		P & I	
			Bales	Amount	Bales	Amount
00028	12	1,569.81	12	1,569.81	0	0.00
00029	50	8,497.95	50	8,497.95	0	0.00
00030	4	654.51	4	654.51	0	0.00
00031	11	1,714.34	11	1,714.34	0	0.00

Loan Number	Total Bales	Total Amount	Certificate Bales	Certificate Amount	P & I Bales	P & I Amount
00030	4	654.51	4	654.51	0	0.00
00031	11	1,714.34	11	1,714.34	0	0.00
00032	87	14,998.07	87	14,998.07	0	0.00
00033	11	1,912.99	11	1,912.99	0	0.00

Buttons: Back to Invoice List, Download Invoice, Loan Recap, County Recap, Generate Report, Print Invoice

Footer: B_CCR_130

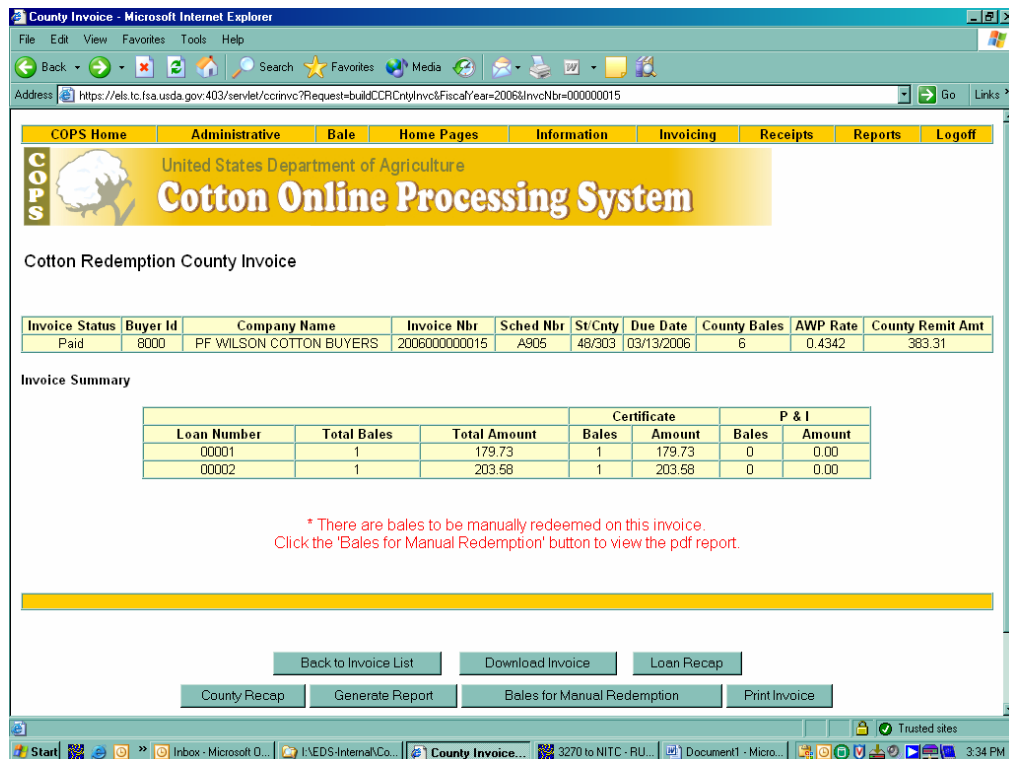
Cotton Online Processing System

5. CCR Redemption County Invoice (negative repayment)

The Cotton Redemption County Invoice Screen provided summary information about the invoice by loan number.

When the invoice contains negative repayment bales requiring separate repayment processing in APSS, a message with instructions and a function button to print the CCR County bales for Manual Redemption will appear. This report contains information required for the separate repayment through the County Office APSS system for processing.

The CCR invoice may require both normal download process and separate repayment processing or may only have separate repayment processing (no download button).



COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Logout

United States Department of Agriculture
Cotton Online Processing System

Cotton Redemption County Invoice

Invoice Status	Buyer Id	Company Name	Invoice Nbr	Sched Nbr	St/Cnty	Due Date	County Bales	AWP Rate	County Remit Amt
Paid	8000	PF WILSON COTTON BUYERS	2006000000015	A905	48/303	03/13/2006	6	0.4342	383.31

Invoice Summary

Loan Number	Total Bales	Total Amount	Certificate		P & I	
			Bales	Amount	Bales	Amount
00001	1	179.73	1	179.73	0	0.00
00002	1	203.58	1	203.58	0	0.00

* There are bales to be manually redeemed on this invoice.
Click the 'Bales for Manual Redemption' button to view the pdf report.

[Back to Invoice List](#) [Download Invoice](#) [Loan Recap](#)
[County Recap](#) [Generate Report](#) [Bales for Manual Redemption](#) [Print Invoice](#)

Cotton Online Processing System

6. CCR County Bales for Manual Redemption (negative repayment)

The CCR Bales for Manual Repayment report lists the bales with negative repayment values by crop year, loan number, warehouse code and receipt number. In the header of the report is the CCR invoice number, state code, county code, repayment date, storage credit date, AWP rate, merchants name and address.

The County Office is to process the repayment in APSS according to 7-CN, using the CCR County Bales for Manual Redemption report as the source document:

- As a manual repayment so that a prior repayment date can be entered.
- As certificate redemption using Option 2, Commodity Certificate Repayment, on Screen PPC00000.
- Using data provided on the report
(Note: Enter the Storage Credit Date from the report as the “Est. Receipt Release Date” on Screen PPC40200. Do not add two days since this date already reflects the additional days for storage credit.)
- Issue check for storage credit to the redeeming merchant indicated on the report
- Mail a copy of the CCC-500 to the redeeming merchant.

The screenshot shows a web browser window displaying the 'CCR County Bales for Manual Redemption' report. The report header includes the title, date, and time. Below the header is a yellow banner with the USDA logo and the text 'United States Department of Agriculture Cotton Online Processing System'. The report details include the Fiscal Year (2006), Invoice Number (000000015), State Code (48), County Code (303), Repayment Date (03/13/2006), Storage Credit Date (03/15/2006), AWP (0.4342), and Merchant Name (PF WILSON COTTON BUYERS, Address = St Joseph, MO 645060069). The report contains a table with columns for Crop Year, Loan Number, Warehouse Code, and Receipt Number. The table lists two entries for the year 2005, each with a loan number and two warehouse codes. The first entry has loan number 1 and warehouse codes 125501/2800036 and 125501/2800037. The second entry has loan number 2 and warehouse codes 125501/2800597 and 125501/2800598. The report concludes with the statement 'This report contains 4 bales.' The browser window shows the address bar with the URL 'https://els.tc.fsa.usda.gov:403/servlet/CCRReport?name=countyReport&report=CCRReportCntyManRdmB' and the status bar with the text '1 of 1'.

CCR County Bales for Manual Redemption
Tuesday, March 14, 2006 15:31:30 CST

United States Department of Agriculture
Cotton Online Processing System

Fiscal Year = 2006, Invoice Number = 000000015, State Code = 48, County Code = 303, Repayment Date = 03/13/2006, Storage Credit Date = 03/15/2006, AWP = 0.4342.
Merchant Name = PF WILSON COTTON BUYERS, Address = St Joseph, MO 645060069

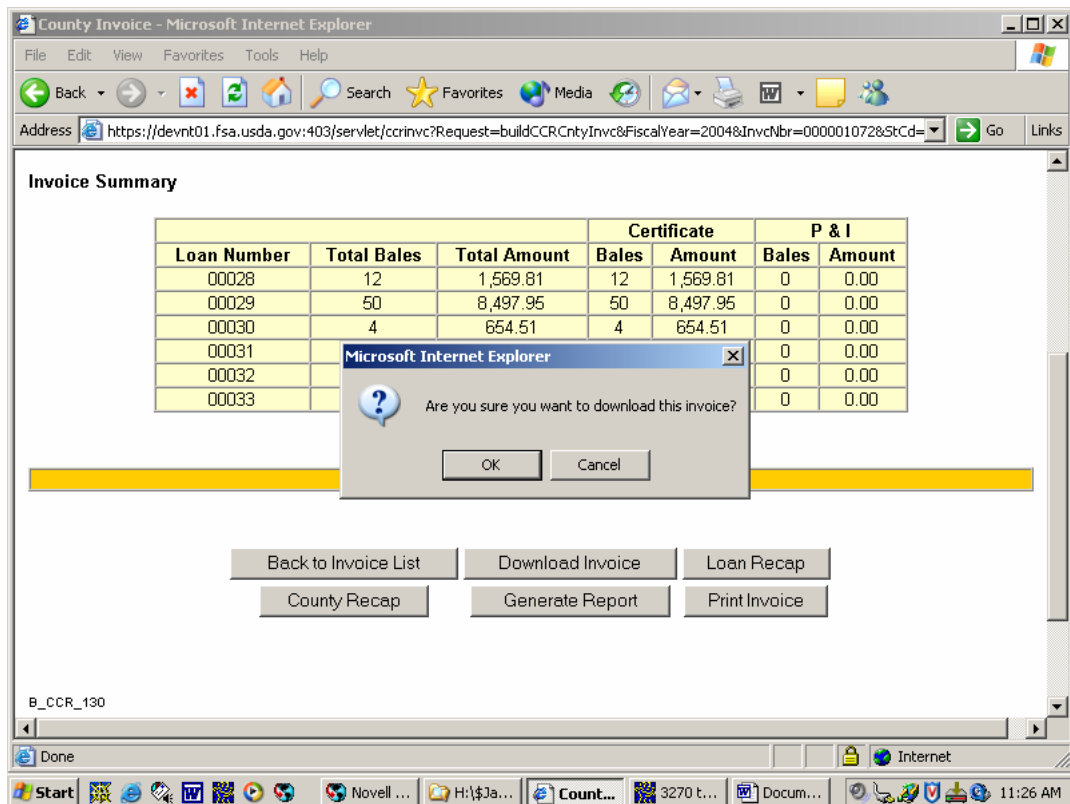
Crop Year	Loan Number	Warehouse Code/Receipt Number
2005	1	125501/2800036 125501/2800037
2005	2	125501/2800597 125501/2800598

This report contains 4 bales.

Cotton Online Processing System

7. CCR County Invoice Download (pop-up to verify)

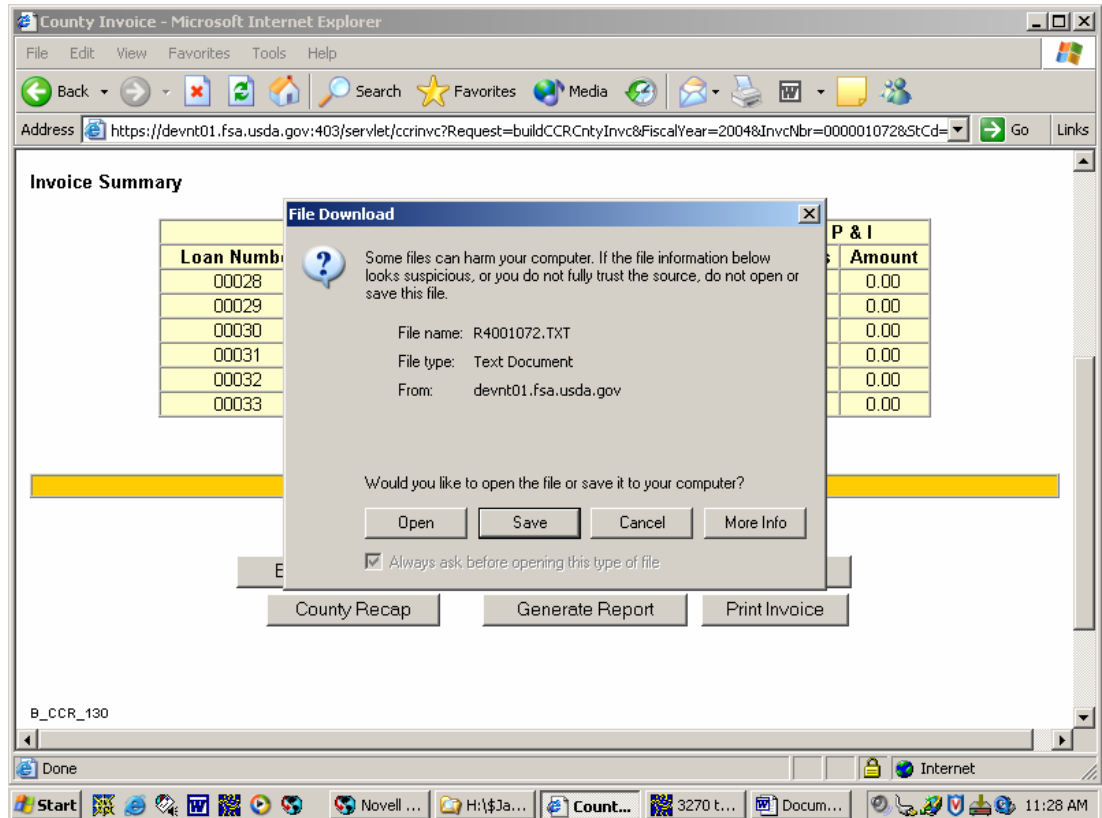
When the 'Download Invoice' button is selected, a pop-up window will appear to verify that a download is wanted. To cancel, select the 'Cancel' button. To continue with the download, select the 'OK' button.



Cotton Online Processing System

8. CCR County Invoice Download (pop-up to save file)

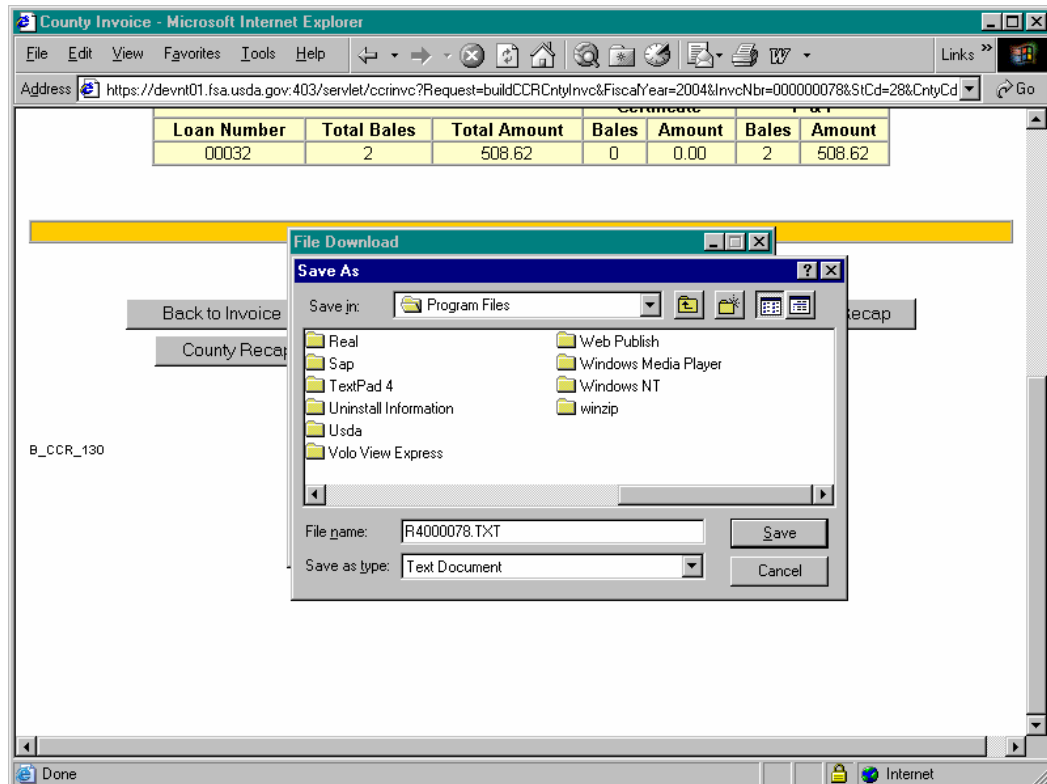
To continue with the download, select the 'Save' button.



Cotton Online Processing System

9. CCR County Invoice Download (pop-up for save-in folder selection)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Select the 'C:' drive, then select 'Program Files' in the 'save in' box.

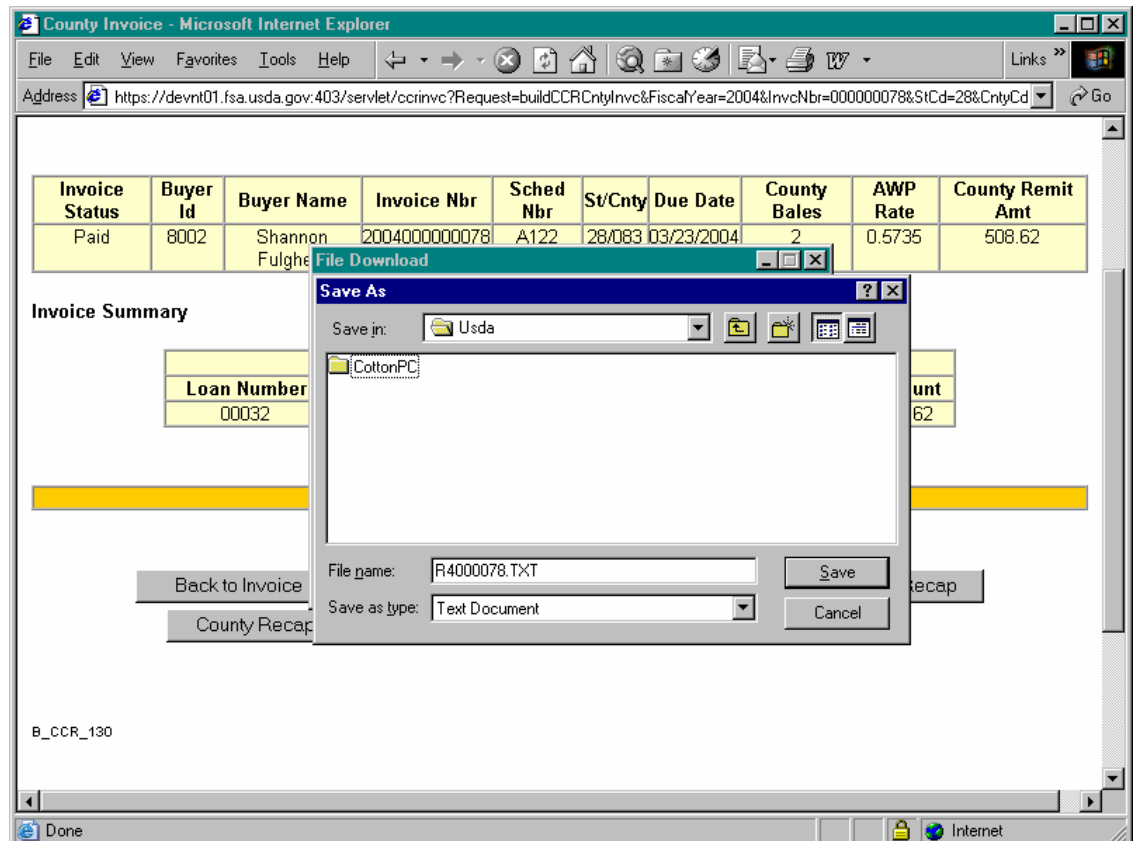


Cotton Online Processing System

10. CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Start with C: in the 'save in' box, select 'Program Files' and select 'USDA' as the next path folder.

If the 'USDA' folder does not exist under the above path, it will need to be created, see steps 13-14 for how to verify folders exist and create a folder.

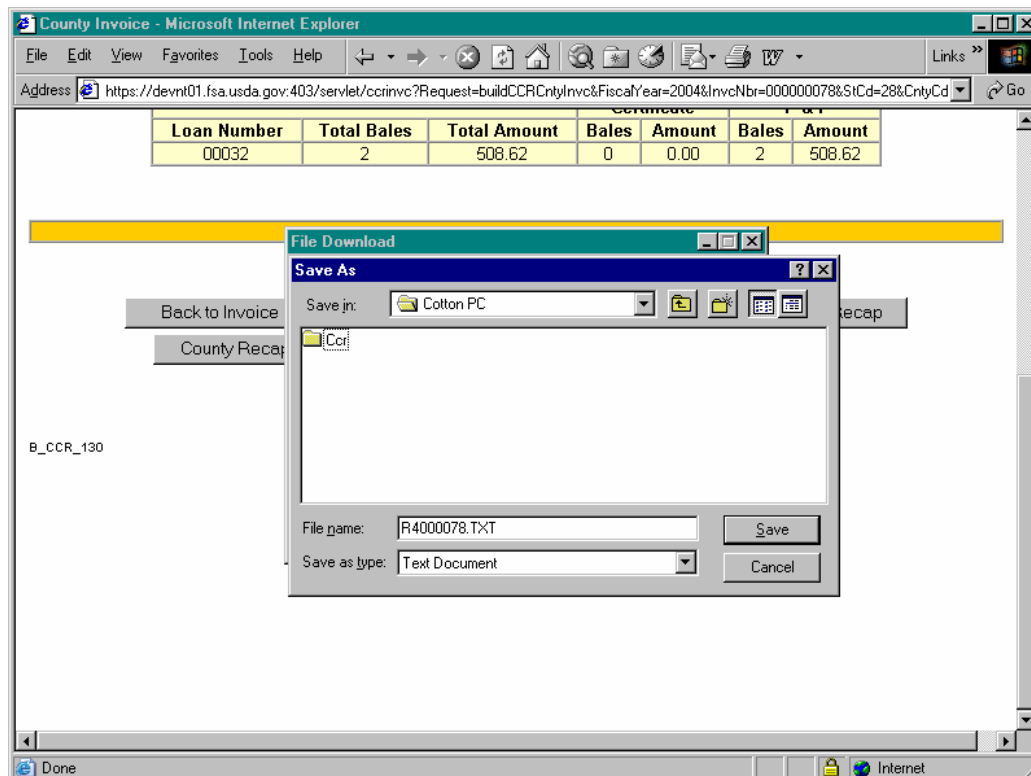


Cotton Online Processing System

11. CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Select the 'C:' drive in the 'save in' box, select 'Program Files', select 'USDA', and select 'CottonPC' as the next path folder.

If the 'CottonPC' folder does not exist under the above path, it will need to be created, see steps 13-14 for how to verify folders exist and create a folder.

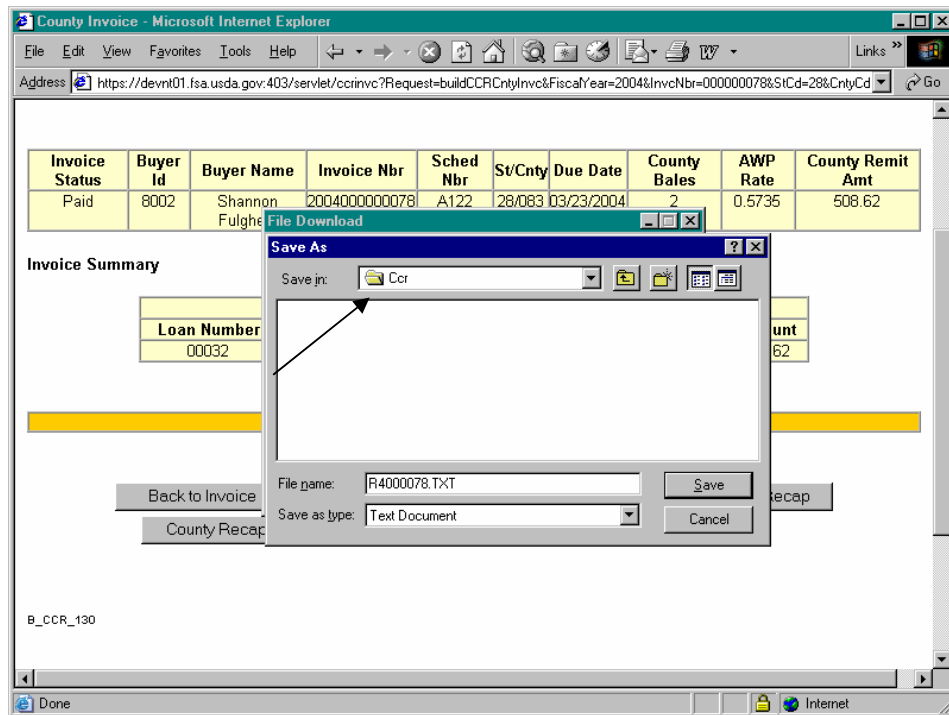


Cotton Online Processing System

12. CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Select the 'C:' drive in the 'save in' box, select 'Program Files', select 'USDA', select 'CottonPC' and select 'CCR' as the next path folder. Click the 'Save' button to save the download file to the folder for downloading the file to the Cotton PC for further processing on the County Office APSS system.

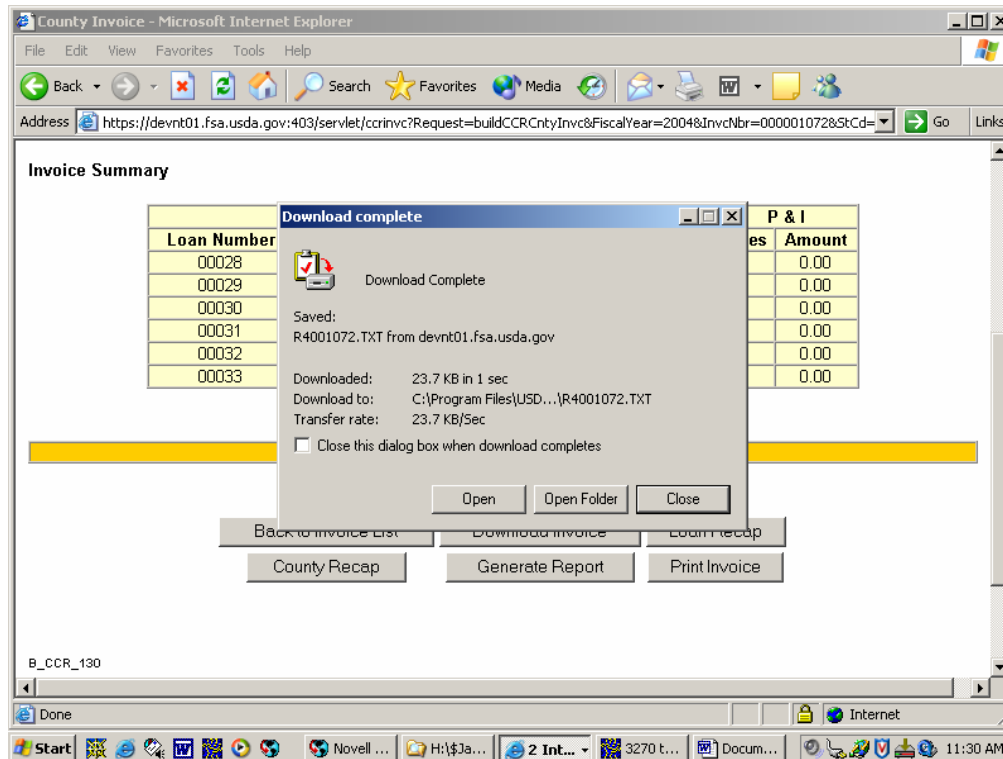
If the 'CCR' folder does not exist under the above path, it will need to be created, see steps 13-14 for how to verify folders exist and create a folder.



Cotton Online Processing System

13. CCR County Invoice Download (pop-up for completion)

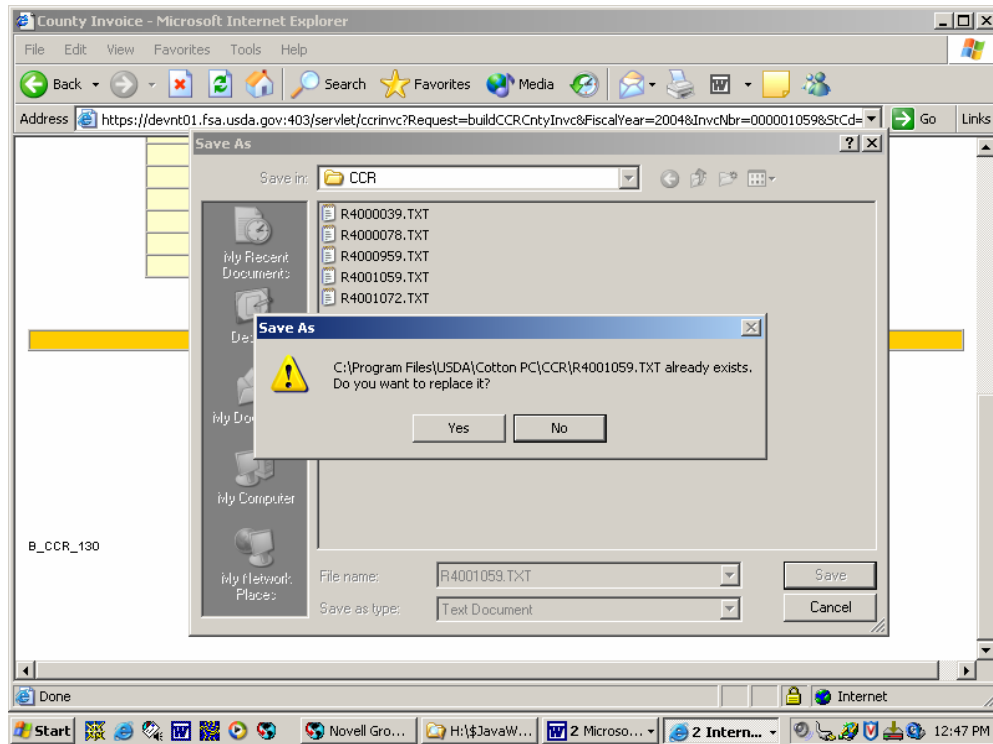
Upon completion of the download save to the Cotton PC's 'CCR' folder, a pop-up window appears. To finish and close the pop-up window, select the 'Close' button.



Cotton Online Processing System

14. CCR County Invoice Download (pop-up to re-download)

If the download was already done, a pop-up window will ask if you want to download again, replacing the existing file on the Cotton PC.



Cotton Online Processing System

15. Verify folders on the Cotton PC for the CCR download

The first time Centralized Cotton Redemption is processed on the Cotton PC, the folder path may not exist and may need to be created.

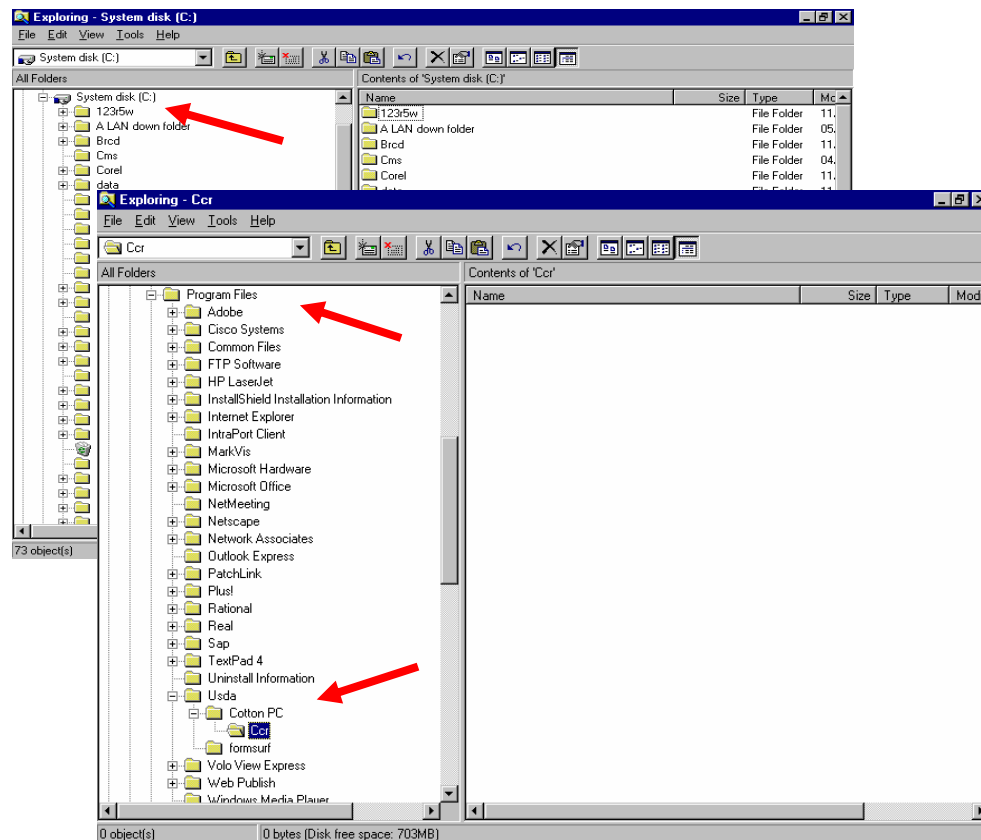
To verify if the required folders exist, user Window's Explorer.

To bring up Window's Explorer, click the "Start" button (lower left), then click "Programs", then MS Windows Explorer".

From Windows Explorer, click on the '+' in front of the "C:" drive. Go down the list looking for the "Program Files" folder, click '+' in front of the folder. Then look for the "USDA" folder. If found, click the '+' in front of the "USDA", looking for the "CottonPC" folder. If found, click the '+' in front of the "CottonPC", looking for "CCR" folder.

If all folders in the path of C:/Program Files/USDA/CottonPC/Ccr are found, the Cotton PC has the correct folder path for downloading the CCR invoices.

If any folder does not exist under the above path, it will need to be created, see steps 14 for how to create a folder.



Cotton Online Processing System

16. Create folders on the Cotton PC for the CCR download

To create any missing folders, use Windows Explorer and click on the drive or folder that is to have the next path folder added.

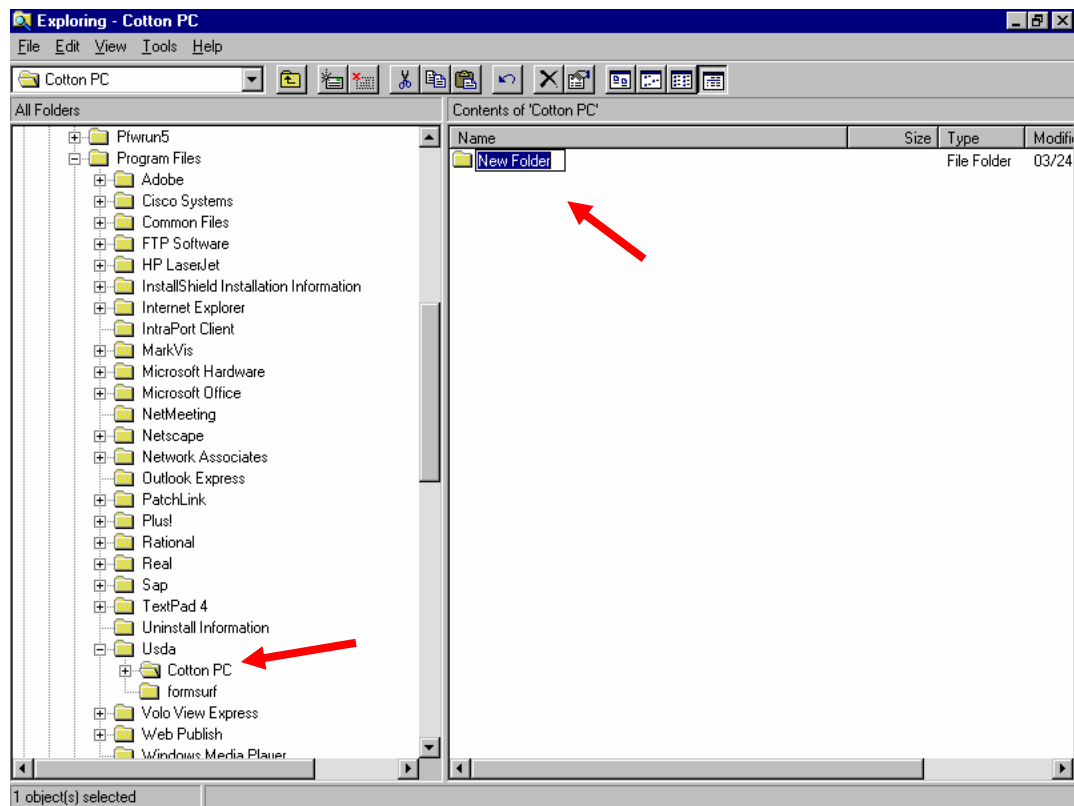
For "Program Files" be on "C:" drive.

For "USDA" be on Program Files folder.

For "CottonPC" be on "USDA" folder.

For "CCR" be on "USDA" folder.

On to Window's Explorer's menu bar, click "File" (upper left corner), select "New", then select "Folder". A "New Folder" box will appear, waiting for the folder name to be typed in (In this case "CCR"). Type in the name and press the "Enter" key. The folder will be created.



Cotton Online Processing System

17. CCR County Invoice

Upon completion of the download, the pop-up windows are closed, returning to the Cotton Redemption County Invoice summary screen.

The screenshot displays the Cotton Online Processing System interface within a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://devnt01.fsa.usda.gov:403/servlet/ccrinv?Request=buildCCROnlyInv&FiscalYear=2004&InvNbr=000001072&StCd=>. The navigation menu includes links for COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, and Logoff. The main header features the United States Department of Agriculture logo and the title "Cotton Online Processing System".

The "Cotton Redemption County Invoice" section displays the following invoice details:

Invoice Status	Buyer Id	Company Name	Invoice Nbr	Sched Nbr	St/Cnty	Due Date	County Bales	AWP Rate	County Remit Amt
Paid	8126	DUNAVANT ENTERPRISES, INC.	2004000001072	A115	28/095	08/26/2004	175	0.3739	29,347.67

The "Invoice Summary" section contains two tables:

Loan Number	Total Bales	Total Amount	Certificate		P & I	
			Bales	Amount	Bales	Amount
00028	12	1,569.81	12	1,569.81	0	0.00
00029	50	8,497.95	50	8,497.95	0	0.00
00030	4	654.51	4	654.51	0	0.00
00031	11	1,714.34	11	1,714.34	0	0.00

A pop-up window titled "P & I" is visible on the right side of the screen, showing a table with columns "P & I" and "Amount". The table contains four rows of data:

P & I	Amount
00030	654.51
00031	1,714.34
00032	14,998.07
00033	1,912.99

At the bottom of the screen, there are several buttons for navigation and actions: "Back to Invoice List", "Download Invoice", "Loan Recap", "County Recap", "Generate Report", and "Print Invoice". The status bar at the bottom indicates the time as 11:12 AM and the connection as "Internet".

Cotton Online Processing System

18. Cotton Redemption County Invoice Generate Report (pop-up window)

When the 'Generate Report' button is selected a pop-up window appears to verify that a PDF report of wanted. Select 'OK' to continue or 'Cancel'. Acrobat Adobe will open and create a pdf report file. The report will contain all information about the invoice including the summary information and a detail listing of the bales redeemed in the invoice.

Use the Adobe tool bar to follow instructions for printing or saving the pdf report.

The screenshot shows the 'Cotton Online Processing System' web application. The main window displays the 'Cotton Redemption County Invoice Detail' page. The page includes a header with the USDA logo and the system name. Below the header, there is a table for 'Cotton Redemption County Invoice Detail' and an 'Invoice Summary' table. A 'Bale Details' table is also visible, showing a list of bales with their respective details. A pop-up window for 'Cotton Redemption County Invoice Detail' is open, displaying a table of invoice data and a detailed table of bales. The pop-up window also includes a 'Page: 7' indicator at the bottom.

Invoice Status	Buyer Id	Company Name	Invoice Number	Sched Nbr	St/Cnty	Due Date	County Bales	AWP Rate	County Remit Amt
Paid	8126	DUNAVANT ENTERPRISES, INC.	2004000001072	A115	28/095	08/26/2004	175	0.3739	29,347.67

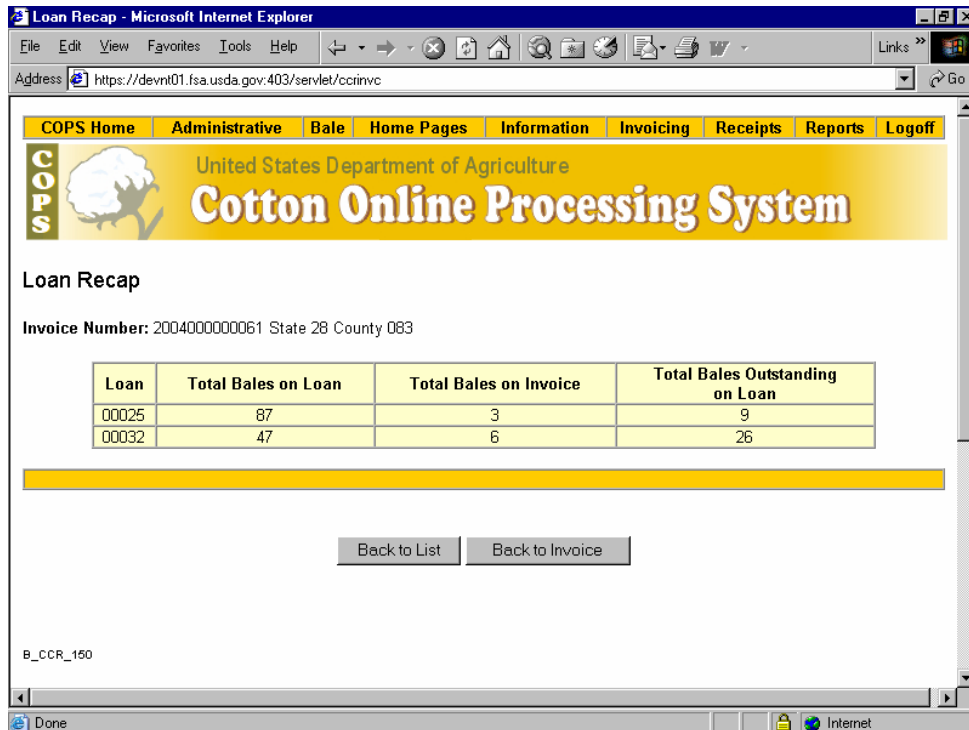
Loan Number	Total Bales	Total Amount	Certificate Bales	Certificate Amount	P & I Bales	P & I Amount
00028	12	1,569.81	12	1,569.81	0	0.00
00029	50	8,497.95	50	8,497.95	0	0.00
00030	4	654.51	4	654.51	0	0.00
00031	11	1,714.34	11	1,714.34	0	0.00
00032	87	14,998.07	87	14,998.07	0	0.00
00033	11	1,912.99	11	1,912.99	0	0.00

Line No.	Crop Year	Loan Nbr	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Remit Amt	Transaction
7	2003	00028	476512	1731024	40594	5542681	111.12	Certificate
8	2003	00028	476512	1731025	40594	5542682	116.52	Certificate
9	2003	00028	476512	1731026	40594	5542683	118.87	Certificate
10	2003	00028	476512	1731027	40594	5542684	149.58	Certificate
11	2003	00028	476512	1731028	40594	5542685	147.89	Certificate
12	2003	00028	476512	1731029	40594	5542686	139.19	Certificate
13	2003	00029	476512	1719497	40594	5534221	176.13	Certificate
14	2003	00029	476512	1719498	40594	5534222	175.76	Certificate
15	2003	00029	476512	1719499	40594	5534223	183.07	Certificate
16	2003	00029	476512	1719507	40594	5534231	176.19	Certificate
17	2003	00029	476512	1719508	40594	5534232	182.21	Certificate
18	2003	00029	476512	1719528	40594	5534252	181.61	Certificate
19	2003	00029	476512	1719529	40594	5534253	171.74	Certificate
20	2003	00029	476512	1719531	40594	5534255	177.23	Certificate
21	2003	00029	476512	1719532	40594	5534256	178.02	Certificate
22	2003	00029	476512	1719533	40594	5534257	177.96	Certificate
23	2003	00029	476512	1719538	40594	5534262	180.17	Certificate

Cotton Online Processing System

19. Loan Recap

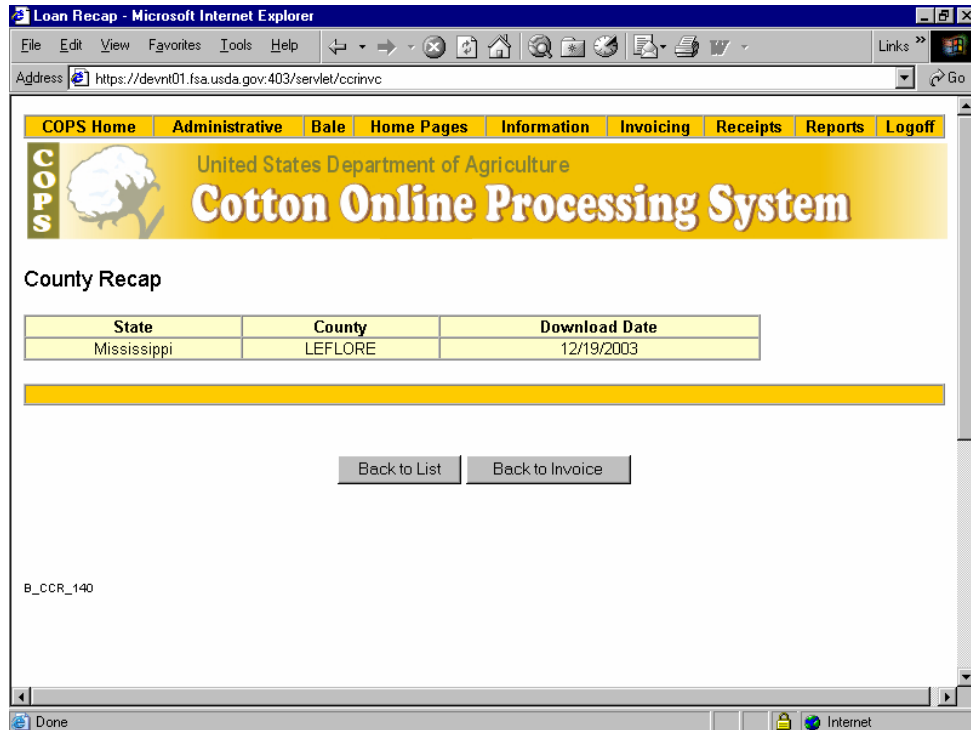
The Loan recap screen displays the status of the loan(s) associated with the invoice. It gives the total bales on the loan, the bales on the invoice for the loan and the total outstanding bales on the invoice. Button selection allows to return to the invoice summary or return to the invoice.



Cotton Online Processing System

20. County Recap

The County Recap screen displays the download date for the invoice. Button selection allows to return to the invoice summary or return to the invoice.

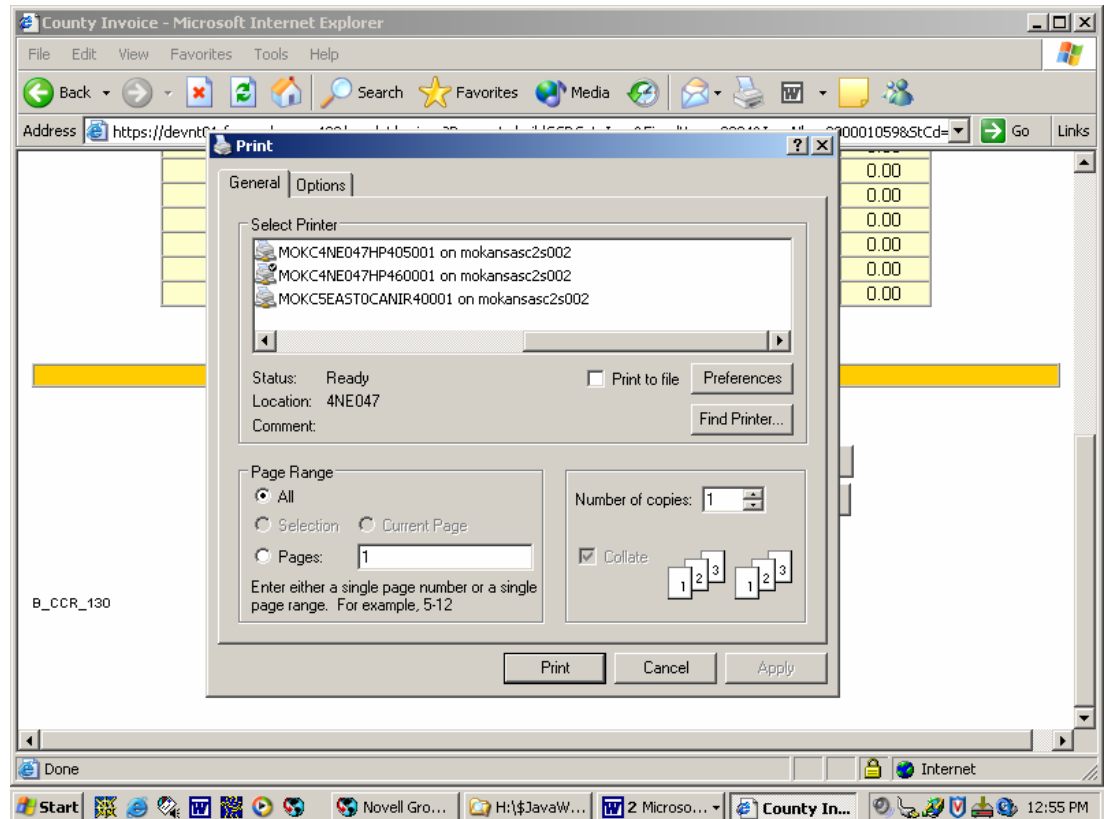


Cotton Online Processing System

21. Cotton Redemption County Invoice Print Invoice (pop-up window)

When the 'Print Invoice' button is selected a pop-up window appears to allow the user to select their local printer for printing the invoice.

After selection of printer, select 'Print' to have the invoice summary printed. To see a detail listing of the bales on the invoice, see 'Generate Report'.



Cotton Online Processing System

C. History/Revision Log

Version #	Date	Description
1.5	MAR 25, 2004	Created specific Centralized Cotton Redemption User Guide for State and County Offices.
1.5a	APR 14, 2004	Added additional instructions to CCR County Invoice download for opening MS Windows Explorer per PSD.
1.6	OCT 20, 2004	Replaced screen prints and text for the following: -New Home page / more options. -Invoice List / for County Users will indicate if invoice has been 'downloaded'. -CCR County Invoice – now has Buyer Company name, no longer has button for detail listing. -Removed option information for detail listing. The 'Generate Report' button will build a pdf report including detail bale listing.
1.7	JAN 5, 2006	New options on Home page ♦ Updated Home Page (A_HOM_100) screen.
1.8	MAR 3, 2006	Added additional screen prints and text for manual redemption of negative repayment: -CCR County Invoice screen will have message and additional 'Bales for Manual Redemption' button. -New 'Bales for Manual Redemption' report display to assist in recording the repayments of bales with negative repayments values in APSS.